

EMPLOYEE DISCIPLINARY REPORT

To Personnel Department:

The following warning was issued today and I desire that the warning be made a part of the official record.

Jeff Denton Adelphi 8/22/00  
 NAME DEPARTMENT DATE OF WARNING

- |   |                                     |   |
|---|-------------------------------------|---|
| 1. ( ) UNREPORTED ABSENCE                       | 6. (X) FAILURE TO OBEY ORDERS       | 11. ( ) VIOLATION OF SAFETY RULES       |
| 2. ( ) TARDINESS                                | 7. ( ) FIGHTING ON COMPANY PREMISES | 12. ( ) DEFECTIVE & IMPROPER WORK       |
| 3. ( ) DRINKING ON DUTY                         | 8. ( ) LEAVING WITHOUT PERMISSION   | 13. ( ) CARELESSNESS                    |
| 4. ( ) REPORTING UNDER THE INFLUENCE OF ALCOHOL | 9. ( ) HOUSEKEEPING                 | 14. ( ) DESTRUCTION OF COMPANY PROPERTY |
| 5. ( ) INSUBORDINATION                          | 10. ( ) IMPROPER CONDUCT            |   |

REMARKS

Jeff has been warned several times about clocking in & out for lunch & he is supposed to take a lunch hr every day and be back before 1 PM. on 8/21/00 he did not clock in or out at lunch

Robert Brunk  
 Signature of Supervisor

I have read this report - - -

Jeffrey Denton  
 Signature of Employee

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE  
 EMPLOYEE'S RECORD AS OF THIS DATE.

Personnel Department

Date